

Library Services and Technology Act

LSTA

Information and Guidelines for Wisconsin

2004



Wisconsin Department of Public Instruction
Elizabeth Burmaster, State Superintendent
Madison, Wisconsin

This publication is available from

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Bulletin No. 03191

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Introduction

The *Library Services and Technology Act LSTA Information and Guidelines for Wisconsin 2004* is produced by the Wisconsin Department of Public Instruction, Division for Libraries, Technology, and Community Learning, to describe the federal LSTA program in Wisconsin. Included in this document are the funding categories and priorities for 2004, the requirements and criteria by which grant applications will be rated, the grant review and award process, and forms related to the administration of the program.

The LSTA was signed into law on September 30, 1996. FY 97 was a year of transition, marking the end of the Library Services and Construction Act (LSCA) program and the beginning of the new LSTA program. Known originally as the Library Services Act, the LSTA program had been in existence, in various forms and with various priorities, since 1956.

The LSTA program is administered at the federal level by the Institute of Museum and Library Services (IMLS). The Catalog of Federal Domestic Assistance (CFDA) number for LSTA is 45.310.

Consultation

Consultation on grant ideas and the application process is available from the Division for Libraries, Technology, and Community Learning staff upon request. If help is desired in a particular category, contact one of the staff members listed below. If you have any general questions or are unsure of the person to call, contact Peg Branson, LSTA program coordinator.

Grant Category	Contact Person	Telephone	Email
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Special Needs Projects	Barb Huntington	(608) 267-5077	barbara.huntington@dpi.state.wi.us

Advisory Committee

The membership of the LSTA Advisory Committee includes representatives of public and other types of libraries, and of the users of libraries. It includes representation from different sizes of libraries and different geographic areas of the state. Library systems are also represented on the committee. Members of the committee are appointed by the State Superintendent of Public Instruction to serve staggered three-year terms. The committee meets twice a year—a two-day meeting in the spring and a two-day meeting in the fall. The primary responsibilities of the committee are to advise the State Superintendent and the Division for Libraries, Technology, and Community Learning on the following: development of the long-range plan; policy matters arising from the administration of the program; establishment of annual grant criteria, priorities, and categories; the process and calendar for each year; grant applications and recommendations for grant awards; and evaluating grants.

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Purposes

The LSTA program represents a modernization and reconfiguration of the LSCA, building on the strengths of that program but sharpening the focus on technology, resource sharing, and targeted services. The six LSTA purposes, as outlined in the LSTA legislation (P.L. 104-208), are

- *Establishing or enhancing electronic linkages among or between libraries*
- *Linking libraries electronically with educational, social, or information services*
- *Assisting libraries in accessing information through electronic networks*
- *Paying costs for libraries to acquire or share computer systems and telecommunications technology*
- *Encouraging libraries in different areas, and encouraging different types of libraries, to establish consortia and share resources*
- *Targeting library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (birth through 17) from families with incomes below the poverty line.*

Preliminary Budget 2004

The amount of LSTA funds estimated to be available for LSTA projects January through December 2004 is

			FY 2004 Estimate
	Appropriation		\$ 2,800,000
	Carryover		125,000
	Total		\$ 2,925,000
	Preliminary Amount*		Preliminary Amount*
A. Technology		C. Library Improvement	
Statewide-DLTCL	\$ 760,900	Statewide-DLTCL	\$ 299,600
Library System Technology	360,800	Public Library Directors Handbook	3,000
Shared Automated Systems	300,000	Public Librarian Certification Course	10,000
WISCAT/Linked Systems	653,400	Public Library District Feasibility Planning	25,000
State Technology Committee	5,000	Public Library System Study	7,500
Delivery-State Committee	2,500	Subtotal	\$ 345,100
Delivery Projects	75,000		
Subtotal	\$ 2,157,600		
		D. LSTA Administration	
B. Special Needs		LSTA Administration	\$ 97,300
Literacy	\$ 300,000		
State Institution Coordination	25,000		
Subtotal	\$ 325,000		
	TOTAL		\$ 2,925,000

*The LSTA Advisory Committee and the state superintendent may revise these amounts on the basis of the total dollars available (including carryover), applications submitted, and other factors, before final awards are made.

Schedule for 2004

March 26-27, 2003	LSTA Advisory Committee recommends grant categories/budget for 2004
April 2003	Grant information to potential applicants
June 2003	Information session on the LSTA grant program for 2004
September 12, 2003	Grant applications submitted online by 4:30 p.m.; signature page from application must be postmarked by September 12, 2003
September 2003	Grant application reviewer pool selected
September 2003	Reviewers trained and applications distributed
October 6, 2003*	Reviewer reports due
November 13, 2003*	LSTA Advisory Committee meeting to consider grant applications
December 2003	Grant award announcements
December 2003	Grant application appeals filed (within 30 days of notification)
January 1, 2004	Projects begin
July 31, 2004*	Six-month evaluations due
December 31, 2004	End of 2004 project year
February 15, 2005*	Final evaluations due, all claims submitted and projects closed

*tentative dates

Grant Categories 2004

The dollar amounts for the grant categories listed below may be revised before final awards are made, on the basis of the total dollars available (including carryover), the applications submitted, and other factors.

LSTA grants and grant categories are not guaranteed for more than a one-year time period. New applications must be submitted and approved for each year. There are competitive and noncompetitive grant categories. If a category is listed as noncompetitive, it means that applications are limited to a specific roster of applicants, with funds to be distributed among all the eligible projects. If a category is listed as competitive, the eligibility base is broader and not all eligible projects may receive funding.

NOTE: The Children's Internet Protection Act (CIPA), passed in December 2000, mandates the use of Internet filters in libraries that participate in the LSTA program if the LSTA funds are used to purchase computers for accessing the Internet or to pay for costs associated with accessing the Internet. A lawsuit was filed challenging the constitutionality of the CIPA. In March 2003 the U.S. Supreme Court heard oral arguments on the case. The court is expected to decide the case by early July 2003, before the 2004 LSTA grant application deadline. DLTCL will keep potential LSTA applicants informed of developments regarding the CIPA. (For CIPA compliance information, see the division's CIPA FAQ at <http://www.dpi.state.wi.us/dltcl/pld/cipafaq.html>.)

The purchase of Internet filtering software is not a permissible use of LSTA funds under the Wisconsin guidelines.

• Library System Technology Projects

Noncompetitive; Estimated Total Expenditures: \$360,800

Eligible Applicants: Public Library Systems

Purpose: Funds will assist public library systems in ensuring that their member libraries have direct Internet access, obtaining system or member library Internet access, developing shared automated systems, adding libraries to existing shared systems, purchasing adaptive devices to assist patrons with disabilities to use technology, developing system technology training facilities, and other technology-related projects.

Funds will be distributed to public library systems using a formula with a base allocation of \$2,500 per system and the remaining funds allocated on the basis of system area (33.3%) and system population (66.7%). The funding allocation to public library systems for this category is as follows:

Arrowhead	\$9,900	Mid-Wisconsin	\$17,800	Southwest	\$14,600
Eastern Shores	\$11,700	Milwaukee	\$39,600	Waukesha	\$17,900
Indianhead	\$34,600	Nicolet	\$29,400	Winding Rivers	\$23,200
Kenosha	\$9,000	Northern Waters	\$24,800	Winnefox	\$19,700
Lakeshores	\$14,900	Outagamie Waupaca	\$14,100	Wisconsin Valley	\$28,100
Manitowoc-Calumet	\$8,700	South Central	\$42,800		

Library systems must complete an application form in sufficient detail for division staff to make certain the funds are spent in accordance with the criteria listed for the categories below. Library systems must address how and to what extent they involved their member libraries in developing the system's application.

1) *Internet Access*

Systems may apply for funding to provide direct Internet connections for a public library. Grant funds for this access may be used for hardware, software, telecommunications (including TEACH lines), routers, CSU/DSUs, installation, and ongoing fees charged by an Internet Service Provider. Grant funds may be used for staffing costs associated with staff and patron training in using the Internet, or systems may contract for such training or use volunteers, such as students. Other staffing costs are not eligible for funding. Grant funds cannot be used to support dial Internet access.

2) *Shared Automated Systems*

Systems may apply for funding to

- enable public libraries to join an existing shared automation system operated or coordinated by a public library system.
- enhance the network infrastructure of an existing automation system.
- license application software enhancements or upgrades for an existing automation system.
- enable public libraries to implement a new shared automation system. At least one of the participating libraries must be a public library system resource library, or the collections of the participating libraries must total at least 100,000 volumes as reported in the 2000 *Wisconsin Library Service Record*. The online catalog of the new shared system must be available on the Internet, and the system must be Z39.50 compatible.

Grant funds may be used for hardware, software, telecommunications (including TEACH lines), data conversion/preparation, membership fees, and system or network upgrades specifically needed to support adding libraries to an existing automation system (e.g., server upgrade, more software licenses) or implementing a new shared system. Staffing costs are not eligible for funding, and libraries that are already in shared systems are not eligible for funding.

Public libraries or public library systems establishing or expanding a shared system must work with the DLTCL to ensure that bibliographic records and local library holdings from the shared system are added to and maintained in WISCAT in a timely fashion or made available via the WISCAT gateway.

3) *Other Technology Projects*

Systems may apply for funding for the following: experimentation with electronic books, paying for adaptive devices, and information and training in using those devices, to assist patrons with disabilities in using technology (if the building itself is accessible), staff and patron training related to technology, paying for technology consulting and troubleshooting services for member libraries, system and library digitization projects, virtual reference service, web development or maintenance, or other innovative uses of technology. These projects must be consistent with the *Wisconsin Library Technology Strategic Plan* and the system technology plans.

• Shared Automated Library Information Systems

Noncompetitive; Estimated total expenditures: \$300,000

Eligible Applicants: Public library systems and public libraries

Purpose: Funds will assist public library systems in developing new shared automated systems or adding libraries to existing shared systems.

Criteria and Eligibility

Only one grant can be submitted per library system, and the total grant cannot exceed \$60,000 for any new or existing shared automated system. For libraries with a service area population below 25,000, a maximum of \$10,000 per library can be requested. For libraries with a service area population over 25,000, a maximum of \$25,000 can be requested. Service area population is from the 2001 *Wisconsin Library Service Record*.

Two types of grant requests are eligible for funding in this category.

1. Grants to enable public libraries to join an existing shared automated system.
2. Grants to enable library systems to implement new shared automated systems. For a new system, at least one of the participating libraries must be a public library system resource library, or the service population of the participating libraries must total at least 50,000.

Systems receiving funding in this category must

1. work with the DLTCL to ensure that bibliographic records and local library holdings from the shared system are added to and maintained in WISCAT in a timely fashion or made available via the WISCAT gateway, and
2. ensure that the online catalog of any new-shared system must be available on the Internet, and the system must be Z39.50 compatible.

Libraries participating in a system grant must have at least one computer workstation that is adapted for use by patrons with disabilities, including access to those in wheelchairs. Systems must identify a knowledgeable staff member or other individual, agency or organization familiar with disabilities, to assist them in the evaluation, selection and marketing of appropriate adaptive equipment and products. Systems or participating libraries must provide training on the use of the adaptive equipment and provide appropriate in-library and external marketing to the people who need this equipment.

The minimum requirements are as follows:

1. 19" or larger Monitor
2. An input device, such as a trackball, as an alternative to a mouse.
Examples are Kensington Expert and EZ Trackball
3. A keyboard cord longer than 3 feet.
4. Screen reading software with headphones. Reading software may also magnify the screen.
Examples of reading software are IntelliTalk, Ultimate Reader, Write: Outloud, TestAssist, WINSPEECH.
Examples of software that both magnify and read text are ZoomText, SuperNova and JAWS

Additional suggestions and resources are available upon request from Barbara Huntington (608/267-5077).

Use of funds

Grant funds may be used for hardware, software, telecommunications (including TEACH lines), data conversion/preparation, membership fees, and system or network upgrades specifically needed to support adding libraries to an existing automation system (e.g., server upgrade, more software licenses) or implementing a new shared system. Funds can also be used to purchase adaptive technology as described above. Staffing costs are not eligible for funding, and libraries that are already in shared systems are not eligible for funding.

Grant priority

If the funds being requested exceed the funding available, priority will be given to grants that serve the largest number of residents. This will be determined by adding together all the grant libraries' total service area populations as reported in the 2001 *Wisconsin Library Service Record*.

• **Delivery Services**

Noncompetitive; Estimated Total Expenditures: \$75,000

Eligible Applicants: Northern Waters Library Service; South Central Library System

Purpose: \$15,000 will be used to provide a subsidy to the Northern Waters Library System for the cost of in-system delivery and the cost of connecting to the statewide delivery backbone network. \$60,000 will be used to provide a subsidy for the statewide delivery backbone network operated by the South Central Library System.

• **Adult, Family, and Early Literacy**

Competitive; Estimated Total Expenditures: \$300,000

Eligible Applicants: Public libraries, Public Library Systems, Department of Corrections

Public library systems may submit projects on behalf of multiple libraries in their system area.

Purpose: To promote and demonstrate the role of public and correctional libraries in improving literacy and reading skills for people having difficulty using libraries because of their educational, cultural or socioeconomic background.

Grant funds may be used for

- projects which promote early literacy by targeting children ages zero to three and their caregivers.
- projects aimed at adults, out-of-school or at-risk teens, and individuals for whom English is a second language.
- projects which promote literacy in the context of family or multi-generational units, in which the adults are receiving literacy instruction. Family Literacy projects must address the needs of families in which an adult(s) is receiving literacy or English instruction, or in need of instruction.

Book give-away activities must indicate how they will be continued or why they will no longer be needed once the grant ends. In general they are discouraged because they rarely continue after the grant funding ends and thus are not typically sustainable activities for libraries to continue on their own.

Projects must involve other organizations and institutions that also promote literacy in the planning, implementation and evaluation of the project, and must include an appropriate marketing plan for the targeted population.

Applicants are strongly encouraged to use the goals in the *Public Library Services for Youth and Special Needs: A Plan for Wisconsin* and the new *Adults with Special Needs: A Resource and Planning Guide for Wisconsin Public Libraries* which will be distributed to every public library in May 2003. The sections on Planning, Training, Collaboration and Marketing are especially important.

Applicants should state project objectives in terms of their focus on outcomes and measurability, as well as the appropriateness of the measures selected. An outcome states how you expect people to benefit from the organization's mission and goals. It describes intended changes in skills, knowledge, attitudes, and status or life condition.

• **State Institution Coordination**

Noncompetitive; Estimated Total Expenditures: \$25,000

Eligible Applicant: Department of Corrections

Purpose: Funds will support part of a position in the Department of Corrections that provides coordination of state institution library services in the Department of Corrections and the Department of Health and Family Services.

• **Public Library District Feasibility Planning**

Competitive; Estimated Total Expenditures: \$25,000

Eligible Applicants: Public Library Systems and Public Libraries

Purpose: Purpose: to allow representatives of public libraries and one or more municipalities or a county to study the feasibility of creating a public library district, pending passage of legislation allowing the creation of such districts. Generally, a public library district is a public library governed by an elected board and supported by a tax funding level approved by the electorate of the public library district area. Public library districts may not currently be established in Wisconsin, but legislation allowing for the permissive creation of public library districts is being considered.

Criteria and Eligibility

Grants are limited to maximum LSTA funding of \$5,000. Public libraries and public library systems may submit proposals to study the feasibility of the creation of one or more public library districts by one or more municipalities and/or by a county. To be eligible, projects must propose to study the feasibility of creation of one or more public library districts, each with a minimum population of 4,000.

To be eligible, all projects must propose the appointment and use of a study committee representing municipalities and libraries that could be included in the potential public library district(s). County board representatives must be appointed to the study committee if a county-wide public library district is proposed for study. Eligible applications must specify the organizations that will be represented on the study committee and the proposed method for selecting representatives of those organizations.

Use of Funds

Grant funds may be used for a facilitator/consultant, study committee meeting costs, costs of surveys, costs of a printed report, and/or other expenses needed to conduct the study.

• **WISCAT/Linked Systems**

Noncompetitive; Estimated Total Expenditures: \$653,400

Eligible Applicant: Division for Libraries, Technology, and Community Learning

Purpose: Funds will be used to maintain and produce the WISCAT union database, a web-based version of the statewide union catalog, a web-based interlibrary loan request management system, and a Z39.50 gateway. Funds are allocated for staff and vendor contract costs to maintain the database, add unique titles, manage database servers, facilitate the addition of local data files, purchase OCLC serials union list files, provide training and technical support to local libraries, maintain and support the statewide automated interlibrary loan management system, and configure local host catalogs as Z39.50 targets in the gateway. The major cost categories in the WISCAT budget include staff salaries and vendor contracts. Some revenue is anticipated from licensing staff password access to the union catalog and interlibrary loan management system, as there is a \$150 charge for each library license.

• **Library and Information Technology Advisory Committee**

Noncompetitive; Estimated Total Expenditures: \$5,000

Eligible Applicant: Division for Libraries, Technology, and Community Learning

Purpose: Funds will be used to pay the expenses of the Library and Information Technology Advisory Committee (LITAC). The 22-member technology committee is representative of the state's library community and other key stakeholders. Some specific purposes of the Library and Information Technology Advisory Committee include, (1) periodic review of the Wisconsin Library Technology Strategic Plan, (2) assist and advise the division in developing priorities for using LSTA funds for technology grant categories and projects, and (3) provide advice and assistance on specific division projects and programs.

- **Statewide Delivery Services Advisory Committee**

Noncompetitive; Estimated Total Expenditures: \$2,500

Eligible Applicants: Division for Libraries, Technology, and Community Learning

Purpose: Funds will be used to continue the work of the statewide Delivery Services Advisory Committee.

- **Public Library Directors Handbook**

Noncompetitive; Estimated Total Expenditures: \$3,000

Eligible Applicant: Division for Libraries, Technology, and Community Learning

Purpose: LSTA funds will be used to pay the publication printing costs of a handbook for Wisconsin public library directors, to be entitled *Administrative Essentials: A Handbook for Wisconsin Public Library Directors*. The handbook will be designed to be used as a tool to assist with orientation and training of new library directors, and as a reference for all public library directors (especially those new to the director's job and/or new to Wisconsin libraries). In addition, it is planned that the new handbook will be useful for those taking the Basic Library Management course which partially fulfills the requirements for Grade 2 and Grade 3 Wisconsin Public Librarian Certification.

- **Public Librarian Certification Course**

Noncompetitive; Estimated Total Expenditures: \$10,000

Eligible Applicant: Division for Libraries, Technology, and Community Learning

Purpose: Funds will be used to help support the development of a basic library management course that will partially fulfill the requirements for public librarian certification at the grade 2 and grade 3 levels. The course will be developed by the University of Wisconsin-Madison, School of Library and Information Studies, Continuing Education Services, as a replacement for or addition to a comparable correspondence course currently offered by that agency. The course will be developed as a web-based or online course.

- **Public Library System Study**

Noncompetitive; Estimated Total Expenditures: \$7,500

Eligible Applicant: Division for Libraries, Technology, and Community Learning

Purpose: Funds will be used to conduct a study of the relationship between public library system services and public library system geographic and population size.

- **State Library Agency Projects**

Noncompetitive; Estimated Total Expenditures: \$1,060,500

Eligible Applicant: Division for Libraries, Technology, and Community Learning

Purpose: Funds will assist the DLTCL in supporting the LSTA purposes for technology, special needs and library improvement in the areas of statewide planning activities, selected statewide consultant services and support services, general publication costs, interloan and database searching.

- **LSTA Administration**

Noncompetitive; Estimated Total Expenditures: \$97,300

Eligible Applicant: Division for Libraries, Technology, and Community Learning

Purpose: Funds will enable the DLTCL to administer the LSTA program in accordance with federal regulations. The administration funds will support LSTA Advisory Committee meetings, the grant review and award process, administration of grant program records and fiscal records, LSTA program coordination, federal reporting, and publication of information on the grant program and projects.

Grant Process and Procedures

A. Application Process and Procedures

Grant application forms and the *LSTA Information and Guidelines for Wisconsin 2004* may be obtained from the Division for Libraries, Technology, and Community Learning. Eligible organizations are listed with each grant category. Some LSTA categories are restricted to certain libraries or organizations. Applicants must use the LSTA online application form available on the DPI website (<http://www.wiscforms.com/dpi/>). User names and passwords are required to access the form. Public libraries and public library systems must use the user names and passwords provided by DLTCL in conjunction with the public library and system annual reports.

B. Review Process and Procedures

Noncompetitive Grants:

1. Division for Libraries, Technology, and Community Learning staff and others review all noncompetitive grant applications to ensure compliance with application requirements (September).
2. Division staff send sections of the grant applications and other information to the LSTA Advisory Committee (October).
3. Division staff report to the LSTA Advisory Committee. The LSTA Advisory Committee reviews and discusses noncompetitive grant applications and makes recommendations to the DLTCL (November).
4. Division staff review the LSTA Advisory Committee recommendations and contact applicants when necessary (November).
5. Division staff prepare grant award information for review by the state superintendent (November).

Competitive Grants:

1. Grant reviewers are appointed by Division for Libraries, Technology, and Community Learning staff and provided training in grant review procedures (August–September).
2. Division staff review competitive grant applications to ensure compliance with selected application requirements (September).
3. Grant reviewers, working independently, complete a criteria rating form for each of the grant applications and rank them based on the total points awarded on the rating sheet (September).
4. Division staff consolidate ranking points from individual grant reviewers and send this information, sections of the grant applications and other information to the LSTA Advisory Committee (September–October).
5. Division staff report to the LSTA Advisory Committee. The LSTA Advisory Committee reviews and discusses competitive grant applications and reviewer rankings and makes recommendations to the DLTCL (November).
6. Division staff review the LSTA Advisory Committee recommendations and contact grant applicants when necessary (November).
7. Division staff prepare grant award information for review by the state superintendent (November).

C. Award Process and Procedures

1. The state superintendent reviews and makes a final determination in regard to all grant applications, both noncompetitive and competitive (November–December).
2. The state superintendent notifies all applicants, LSTA Advisory Committee members, and grant reviewers of final grant decisions (November–December).
3. In order to be considered **eligible recipients** of LSTA funds, public library systems must be in compliance with statutory requirements, and public libraries must be in compliance with system membership requirements. LSTA funds will not be awarded if these requirements are not met. Compliance issues must be resolved within 30 days of the start of the LSTA grant year.

D. Appeal Process and Procedures

1. Applicants will have an opportunity to appeal decisions.
2. The applicant shall request the hearing within 30 days of the action of the Department of Public Instruction.
3. Within 30 days after it receives a request, the Department of Public Instruction shall hold a hearing on the record and shall review its action.

4. No later than 10 days after the hearing, the Department of Public Instruction shall issue its written ruling, including findings of fact and reasons for the ruling.
5. If the Department of Public Instruction determines that its action was contrary to state or federal statutes or regulations that govern the applicable program, the Department of Public Instruction shall rescind its action.

E. Administration of Grants

Organizations administering grants have the following responsibilities:

1. Administer the project within the organization. The agency applying for and administering a grant is responsible for receiving and disbursing funds, maintaining official accounts, and carrying out the purposes of the project. Public libraries must deposit LSTA funds with their municipalities. Municipalities make authorized payments. (No funds can be designated "Administrative Retention" or "Administrative Overhead" without prior approval from the DLTCL.)
2. Implement the project as outlined in the proposal, or request (in writing) a change in the project. Requests for changes must be approved in writing by the division administrator or designee. Any change to be made in the course of project implementation requiring transfer of funds between lines or a change in program focus must be requested in writing and approved by the DLTCL prior to making the change. All final changes for 2004 projects must be made before December 1, 2004.
3. Use proper accounting procedures. A grant recipient expending \$300,000 or more in a year in federal awards shall have a single or program-specific audit conducted for that year in accordance with the provisions of Office of Management and Budget (OMB) Circular A-133 (Audits of State, Local Governments, and Non-Profit Organizations).
4. Fill out regular expenditure reports to claim funds. Advance payments, based on valid reported encumbrances, are authorized under the LSTA program. However, federal regulations require grant recipients to maintain procedures that minimize the time elapsing between the transfer of funds and their disbursement. When cash payments total approximately 80% of an approved budget, remaining payments will revert to a reimbursement basis.
5. Fill out six-month and one-year evaluation forms for the project. Copies of these forms are included in this document.
6. Disseminate information about the project, crediting the use of LSTA funds.
7. Follow appropriate workman's compensation and unemployment compensation regulations. Project applicants may be responsible for paying workman's compensation and unemployment compensation.
8. No person shall, on the grounds of race, color, national origin, age, or handicap, be excluded from participation in or be subjected to discrimination in any program or activity funded, in whole or in part, by federal funds.
9. Equipment or materials obtained with LSTA funds must continue to be used to carry out the purpose of the original proposal after funding is no longer available, or be disposed of in accordance with federal guidelines.
10. If copyrightable material is developed in the course of an LSTA project, the U.S. Institute of Museum and Library Services and the Department of Public Instruction shall have a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use, and to authorize others to use, the work for federal and state government purposes.

Policy on Conflict of Interest

The following policy on conflict of interest is established in dealing with LSTA grant applications which are reviewed by the members of the Wisconsin LSTA Advisory Committee and grant reviewers.

The members of the LSTA Advisory Committee and LSTA grant reviewers represent interests and leadership in library development throughout the state. It is inevitable that from time to time proposals to be recommended for funding or policy decisions regarding the direction of library development in the state will involve a member of the advisory committee or a grant reviewer, either as proposer or as one whose institution will benefit from a decision made by the committee. In order to respond to these circumstances, the following provisions are made.

A member of the LSTA Advisory Committee may not participate in the discussion of, make motions regarding, or vote on

- any grant application proposed by the individual's employer or by a board or other governing body of which the individual is a member
- the establishment of a noncompetitive grant category designating as the sole eligible recipient the individual's employer or a board or other governing body of which the individual is a member
- any action in which the individual is or might be a direct financial beneficiary.

An individual may not serve as a reviewer of

- any grant application proposed by the individual's employer or by a board or other governing body of which the individual is a member
- any grant application if the individual would be a direct financial beneficiary.

The determination whether or not a conflict of interest exists shall be made by the chair of the LSTA Advisory Committee or the administrator of the Division for Libraries, Technology, and Community Learning, as appropriate, or by duly adopted motion of the Committee. A ruling of the chair may be overridden by due parliamentary action.

Appendix

Library Services and Technology Act (LSTA) Application

Library Services and Technology Act (LSTA) Application Rating Form

Library Services and Technology Act (LSTA) Six-Month Project Evaluation

Library Services and Technology Act (LSTA) Final Project Evaluation